

DEPARTMENT OF HEALTH SERVICES
NAKURU COUNTY

GOVERNANCE

OPEN
NAKURU

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MEDICAL SUPERINTENDENT,
NAIVASHA COUNTY REFERRAL HOSPITAL
P.O. BOX 141-20117
NAIVASHA
29th July 2024

TO WHOM IT MAY CONCERN

REF: SAMUEL MUCHAI MACHARIA

This is to confirm that the abovenamed person has been working in the health records department from 27th May 2024 to 29th July 2024.

Listed below are the duties he has been conducting

Patients registration and admission procedures
Coding and indexing of diseases according to international classification of
Diseases (111CD Revision)
Inpatients morbidity and mortality statistics
Patient admission and Discharges procedures
Clinic preparation and scheduling of appointments
Filing, retrieval and tracing of patients notes
Reception procedures
Registration of birth notifications and issuing of burial permits
Compilation of monthly reports and uploading them to Kenya health information system
(KHIS)

During the time he has worked with him, he has portrayed commitment, hard work, determination, dedication and obedience. He also relates well with colleagues and clients. He has the potential to work professionally in any institution.

SUB-COUNTY
RECORDS
REFERRAL HOSPITAL

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DEPARTMENT SHA

Benson K. Wahome 141-20117, NAIVASHA
Health Records Officer In-charge
Naivasha Sub County Referral Hospital